

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



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Homeland Security Director
Homeland Security
Department of Administration
Hourly Wage: DOQ/Regular/Full-Time

Develops and coordinates all aspects of the Yakama Nation Homeland Security program. Oversee all activities in all phases of emergency management including mitigation, preparedness, and response and recovery. Initiates, coordinates, and completes complex reports, policies/procedures, and plans related to these duties. Coordinates response to actual disasters, emergencies, the logistics of county/state/federal field teams and survey teams, mitigation requests, and disaster assistance centers. Implements related training programs; to perform grant, contract or budgetary research and analysis; to participate in design and implementation of possible solutions to problems, policy development, special studies, contract and project management, and intergovernmental coordination.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of management necessary to plan, organize, direct, manage and evaluate staff and functions of Homeland Security, recovery and response operation.
- Knowledge of all federal and state requirements regarding emergency operations plans and programs, as well as professional standards for the emergency management industry.
- Knowledge of business process improvement techniques, contract/grants management, and project management with the ability to analyze complex information and prepare clear verbal and written reports, policies and procedures.
- Knowledge of technology, trends and techniques in the areas of emergency and disaster preparedness, response, relief and recovery.
- Skill in developing and facilitating team-oriented organizations.
- Skill in planning and organizing work activity to meet established objectives.
- Skill in communicating orally and in writing with strong collaboration and interpersonal skills, public speaking, and effectiveness to engage, educate and inform audiences with diverse backgrounds within the organization and community.
- Ability to direct and coordinate all levels of personnel and aspects of emergency services administration in an actual emergency or disaster situation.
- Ability to communicate effectively; use a variety of communication methods to negotiate and gain acceptance, cooperation and agreement of plans, activities and programs.
- Ability to make funding decisions and recommendations, manage a budget and obtain grant assistance.
- Ability to develop and implement policies and procedures for emergency planning, emergency management training and education, and Homeland Security activities with all YN departments and a wide variety of public and private agencies.
- Ability to maintain knowledge of current trends, legislation, and best practices related to disaster and Homeland Security.
- Ability to demonstrate a high degree of personal integrity, professionalism and be able to maintain strict confidentiality and high ethical standards.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.

General Recruiting Indicators:

- Bachelor's Degree in public administration, business, criminal justice, communications or a related field and seven (10) years of relevant supervisory and professional experience related to emergency management, community outreach/public relations. Ten (10) years of experience with five (5) years of progressive management responsibilities in same fields of professional work may substitute for education.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver's License with ability to obtain a Tribal Driver's permit.
- Required to successfully pass a background check.
- Required to be on 24-hour on call status. Position may require occasional travel, weekend or evening work. Flexibility with time is essential in the development and success of this program.
- FEMA Certification in Emergency Management or able to obtain within six months of hire.